5 August 1960

MEMORANDUM FOR RECORD

SUBJECT: Audit of Admin. Staff by Mr. Benjamin Williams, GAO

1. Mr. Williams visited Admin. Staff on 1 and 2 August. He spent about 2 hours with me on the first day. He knew of the Admin. Staff functions, having read the budgetary functional statement. I gave him an organizational chart of the five positions in Admin, with names and grades of incumbents in these jobs, describing what work was assigned to the positions in general terms. He then proceeded to ask questions about everything and anything, general and detailed. He indicated he wanted to talk to all members of the Staff separately. He hopped from one subject to another making it difficult to establish continuity in any one subject, all this time making notes constantly.

    a. He invited criticism of other parts of the agency as we were discussing fiscal affairs.

    b. He asked for the reports we prepare, the controls kept on these and who made the decisions. He asked for copies of these for his own use.

    c. He stated he'd be back to resume his study.

    d. Examples of some of his questions:

        (1) On 1034 vouchers from field - How can we tell in Admin. what jobs the contractor is being paid for?

        (2) Would he (Williams) be able to walk through a document to see what happens to it? (I finally found out he meant foreign language documents for translation)

2. On 2 August he talked to [   ] for approximately 2 hours   25X1
going into the fiscal records. He went into the reimbrusement records, indirect cost form, object class detail, advances for travel, reports he prepared such as the Financial Status to OO report, asking for copies of these forms. He was persistent in his inquiries, but not always clear. He had a tendency to put words in one's mouth according to [   ]   25X1

3.

a. Samples of questions:

   (1) Advances - who determined amount, follow-up etc?

   (2) Financial Report to OO - from what records was information obtained?

   3. He indicated that he would be back to talk to [   ] on   25X1
Personnel and training matters.

[   ]   25X1